**Our Lady of Peace Parish**

**Parish Pastoral Council Meeting Minutes**

**April 19, 2018**

CALL TO ORDER: The meeting was called to order by Chairman Eric Koranteng at 6:30 p.m. in the Counters Room of the OLOP Rectory and opened with a prayer led by Mae Ciancio.

ROLL CALL: Present: Fr. Walter Dziordz, Eric Koranteng, Mae Ciancio, Bernie Maresh, Kellie Moore, Dennis Morajda, Jane Moss, Walter Block.

GUESTS: Amelia Pecora and Deacon Frank Vonesh.

APOLOGIES: Diane Ray

AGENDA: Chairman Eric Koranteng called for a motion to approve the meeting agenda. Walter Block moved to approve the agenda and Dennis Morajda seconded the motion. All voted to approve the April 19, 2018 meeting agenda as presented.

MINUTES: After review of the March 8, 2018, meeting minutes, Chairman Eric Koranteng called for a motion to approve these minutes. Mae Ciancio moved to approve the Minutes, and it was seconded by Bernie Maresh. All voted in favor to approve the minutes.

FR. WALTER: Fr. Walter announced that he would be staying at OLOP for 2 more years. Fr. Mark Baron would be coming this summer to serve as Associate Pastor. He will be in training to serve as a future Pastor. Fr. Mark will be working with the Finance Committee, Parish Council, and School Board as part of his training.

Fr. Michael Callea who has been helping out at OLOP will be transferring to Wisconsin.

Fr. Peter Lubecki will be returning in late June, for a visit.

OPENING REMARKS: Eric Koranteng thanked all members for their service. Eric spoke of the substance of what we do here. The Parish Council helps the parish ministries to grow in faith. Faith is why we are here. We want to become the best parish there is.

A while ago, Deacon Pat had suggested to Fr. Walter that we establish a vision for the parish. The parish has a mission statement, a summarization of where we are going. A vision statement would spell out where we are going and how, broaden our goals, and our ministries.

The Finance Council, School Board, and Parish council would work together to establish this vision. This might be a good time to write a vision statement with a new associate pastor and a new school principal coming. This could be a project that the Welcome Committee, Finance Council, School Board and Parish Council could collaborate to establish our vision. This will be discussed at future meetings.

LEGION OF MARY: Amelia Pecora, president of the Legion of Mary, spoke about their May activities. The Legion of Mary is a service group to help parishioners wherever there is a need. They encourage families to pray together.

The May Crowning will be Friday, May 4, at the 9:00 School Mass with 8th graders and the school children who recently made their First Communion participating.

On Sunday, May 6, before the 10:15 Mass, there will be a Procession into the Church in Honor of the Blessed Virgin Mary. All are invited to participate. This is Donut Sunday too.

The Marian Novena, Mary Under Her Many Titles, will begin Monday, May 7 for 9 days before the 7:30 a.m. Mass. There is no Novena on Sunday, May 13. Mae Ciancio asked if the Novena could be made available on the website or the bulletin.

Eric and Amelia will meet later to discuss having a joint school and parish May Crowning for next year.

ARBOR DAY: On Thursday, April 26, OLOP students will have an out of uniform day wearing their favorite colors found in nature. Any monies raised will be donated to the Gift of Carl Foundation which supports the Darien Arbor Day. This event will be the subject of Fr. Walter’s page in the Church bulletin on Sunday, April 22. The Darien Arbor Day Tree Planting Ceremony will be on Friday, April 27, by the new playground at Community Park. Trees will be planted in memory of 2 OLOP students – Emily Houska and Joey Ventimiglia. OLOP students will walk over to the park to participate in this ceremony.

FACILITIES: Kellie Moore presented the Facilities report. A comprehensive facilities assessment was done in 2015-2016 to assess every area of the parish campus to help plan for future projects and improvements. The results of this assessment were worked into a 5 year plan.

It was determined the school boilers were younger than originally noted. They should last through 2028 with routine maintenance. The air handlers in the gym are past life expectancy. There are 2 separate air handlers to cool the gym located on each side of the stage. The probability of both units failing at the same time is very slim. If one unit were to fail, the other unit could continue to cool the gym. The team agreed to put this item in a “Fix on Fail” category.

The Church air handler and boilers are beyond life expectancy and are original to the church building (1977). This system runs on electricity and is not a fiscally efficient form of heating and cooling. After consulting with the architect, engineer, and service provider, it was recommended to do a full replacement of both systems to natural gas. The estimated cost is $550,000, which is currently on deposit at the Diocese.

This is a 16 week project. It was decided that October would be a good time to make the switch because the heat may not be needed yet and it would be past the summer heat. The materials would be brought in during the summer and constructed in the Church Hall. These new units would be smaller and energy efficient. Savings would be expected because of the switch to natural gas and more energy efficient units. During this construction period the Food Pantry would still operate in the Church Hall, but meetings and other events would probably be relocated.

This project was approved by the Finance Council and Fr. Walter at the April 10, 2018 Finance Council meeting. After discussion Eric Koranteng asked for a motion to approve this project. Bernie Maresh moved and it was seconded by Dennis Morajda to give a formal recommendation to Fr. Walter to proceed with this project. All council members present voted to approve this project.

The next major item planned is to replace a portion of the school roof in 2021 at a cost of $200,000.

Several smaller items have already been repaired. Bernie Maresh asked about the repair to the back door of the Church. Kellie said she would talk to Dave Alfaro about this. The front doors to the Church would be stripped and re-stained. Bids would be taken for this item.

Mae Ciancio asked that updates on these projects be given to the parish. This will probably happen through the weekly bulletin.

PRINCIPAL SEARCH: The Catholic Schools Office provided the names of 12 approved candidates. Two of those candidates were selected for interviews. The Finance Council approved securing the services of Trinity Executive Partnership as our executive placement service. They came highly recommended for placing quality candidates in Catholic educational institutions. They will work with the search committee, the staff, and school board to find a principal who meets our criteria. The search firm can pull from a wider pool of candidates from throughout the country. The search firm is paid a percentage of the salary of the newly hired principal. This fee could be about $24,000. Interviews should begin in a month for the candidates from the search firm and the 2 candidates from the Catholic Schools Office.

A notice was sent to all school families that the art, physical education, and Spanish positions would be filled for next year.

Pre-school is thriving, and kindergarten will have 2 sections for next year. The other grades will have one section except 8th grade which will have 2 sections. Enrollment has gone down due to a variety of reasons. Mae Ciancio asked if information could be provided in the bulletin, so parishioners are getting correct information and to combat the spread of rumors.

STEWARDSHIP: Deacon Frank Vonesh reported that the Stewardship committee has decided to focus on 2 programs that could be manageable and started immediately. The first is the Mass of Appreciation scheduled for Tuesday, May 8. Pizza will follow. This will be a great time for fellowship with volunteers of all parish ministries.

The second will be a publication highlighting and describing all the parish ministries. This will be distributed on Pentecost Sunday, a day when we are asking the Holy Spirit to guide us. The next step would be to invite the individual ministries to speak at Mass for 3-4 minutes to give more information. A table could be set up in the Narthex. This would be done over several weeks.

Eric will represent the Parish Council working with the Welcome Committee for new parishioners to become involved in various ministries. New families could be invited to a Mass on a Donut Sunday.

Now that Deacon Frank is working with parents for Baptism, he can suggest that families register in the parish.

FORMED.org: Diane Ray submitted a report in her absence. To date, 88 parishioners have registered for FORMED.org. It is still to be rolled out to school children and teachers. Bulletin notices will continue. Posters, flyers, and the business cards are available in the Narthex. A short follow-up could be done at Mass. New families will be notified about this website.

Eric will represent the Parish at the South DuPage Deanery Meeting on May 2. Possibly another person could attend future meetings as well. They will be held 3-4 times a year. More information will come from this organizational meeting.

Parish Council has an email account. Dennis Morajda and Jane Moss will monitor this account and determine if information needs to be passed along to Council members. Eric will send the password to Dennis and Jane.

UPCOMING EVENTS: OLOP Comedy Night – April 28, School Gym 8 p.m.

Mass of Appreciation/Pizza – May 8, 6:30 p.m.

ADJOURNMENT: Eric thanked everyone for coming and their service to the Parish Council and Our Lady of Peace.

The meeting was adjourned at 8:10 with a closing prayer.

Next meeting is tentatively scheduled for Thursday, June 14, 2018.

Respectively submitted by Jane Moss. Reviewed and adopted by Council on June 26, 2018.